MEETING MINUTES – WFIT Program Board

Date of Meeting: 04/17/2013   **Time:** 02:00am-4:30pm MT

Location: NIFC, FPA Conference Room

Minutes Prepared By: John Gebhard

1. Meeting Purpose

This is the weekly meeting of the PB. The discussions continue to move from process discussions to operation of the Program Board and Working Groups.

Invitees with indication of Attendance					
Andrea Olson, FWS		Chris Markel	X		
David Potter, BIA	X	John Gebhard	X		
Keith Smith	X	Jaymee Fojtik	X		
Richard del Hierro	X				
Keith Smith	P				
Erik Torres					

X – Present in person   **P** – Call in   **Blank** – Did not attend

2. Meeting Agenda

No.	Item	Time	Owner
1)	Project Initiation Request	30	All
2)	Working Group Charters	10	All
3)	Ranking and Rating Criteria	20	All
4)	RAMS Presentation	30	Carol Saras
5)	MAB Ranking and Rating Criteria	15	All
6)	LOB Review	15	All
7)	WG Composition and Leads – DD:May14	15	All
8)	Project Transition to O&M		All

9)	Five Year Investment Plan		All
10)	WildCad		All
11)	IFTDSS Briefing – April 24th		All

3. Meeting Notes, Decisions, Issues

1. The PIR was reviewed by the group. A row that identifies the line of business being supported will be added to the document.
   Action Item: Update the PIR form. Complete.
2. The Working Group Charters have been reviewed by the PB. The MAB is currently reviewing them. The target date for the PB to sign the charters is May 1.
3. The Ranking and Rating criteria were reviewed by the PB. There is agreement for the PB to use these criteria. The document language will be changed from BLM specific to WFIT/PB.
4. The RAMS PIR was presented by Sam Scranton, BIA. The BLM was the originator of RAMS but currently uses it very little. RAMS is a very important tool for the BIA fire program. It establishes your prevention priorities. The current version of RAMS will not on the Windows 7 operating system. Updating RAMS has been endorsed by NWCG. JFSP may have some funds to help update. The BIA has some funding to update RAMS but is look to the other agencies to help fund. A question was asked by the PB about incorporating RAMS functionality into FPA?
   Action Item: The PB needs to make a recommendation to the EB on this proposal.
5. The Ranking and Rating document has several items that relate directly to the lines of business.
   Action Item: have the MAB review the Ranking and Rating document to see if there is sufficient detail related to the lines of business.
6. The Lines of Business (LOB) are being reviewed by the PB. It is anticipated that few if any changes will come from the PB. The MAB needs to validate as they are the business owners.
   Action Item: MAB to review the LOB to validate.
7. We need to start staffing the Working Groups (WG). This includes identifying Chairs/ Co-Chairs. Chris has the lead for the Development WG, Richard has the lead for the O&M WG and Paul Schlobaum (working with the PB) has the lead for the Planning WG.
   Action Item: The WG Leads and membership needs to be completed by May 14th so it can be presented to the Ebon May 24th.
8. There was a WildCad demo for the iRWin project. It was a report on the status of the WildCad work that is being directed by iRWin. David Potter has raised several questions related to the demo. He will be working with Roshelle and Chuck to address his questions. This information will then be shared with the PB members.
9. OIS was also discussed. The Board is considering recommending to NWCG that OIS become the System of Record for Unit IDs. The current Unit ID module in WFMI would then be decommissioned. Rick Squires raised several concerns and issues that need to be address. Rick will be talking to the PB about his

concerns over the next several weeks. If OIS is recommended to become the System of Record a formal transition plan will need to be developed. David Potter has offered to lead that effort.

10. The PB has agreed to sign the Mobile Technology and EGP/Dashboard Charters.

4. New Action Items

Action	Assigned to	Due Date	Status
Determine the System of Record For Unit ID's	PB	5/10/13	
See items above			